



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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September 16, 2010

TO: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe
Auditor-Controller

SUBJECT: **eHR TIME COLLECTION – IMPLEMENTATION STATUS REPORT**

This is an implementation status report of the eHR Time Collection Module (Time Collection), which is part of the eCAPS/eHR Project. As of August 31, 2010, there are 28 County departments using the electronic timesheet feature within Time Collection representing approximately 75,000 employees whose timesheets are recorded online. The full implementation of Time Collection, which was originally scheduled for 2012, is ahead of schedule and expected to be implemented by November 2011.

The eCAPS/eHR Project is a Countywide enterprise-based human resources application that integrates payroll, timekeeping, personnel administration and other functions.

Implementation Highlights

In 2006, the Auditor-Controller (A-C) began a phase-in approach for implementing electronic timesheets using the Employee Self-Service (ESS) application of Time Collection. Additionally, employees can designate a "proxy" for timekeepers to record time worked on behalf of the employee. The following are a few highlights:

- As of August 31, 2010, a total of 75,176 (71%) of the 106,216¹ employees directly or through a proxy record and have time worked approved electronically.
- Of the 75,176 employees, 44,437 (59%) directly enter their time worked using the ESS function and 30,739 (41%) used the proxy method. The number of

¹ This number is higher than the number of full-time employees because it includes part-time and seasonal employees.

employees using ESS is expected to grow, as the eCAPS/eHR Project Team and Departments continue provide training to employees.

The full implementation of the electronic timesheet Countywide is targeted by November 2011.

Benefits of Electronic Timekeeping

Use of the ESS function is the foundation for future enhancements in the eCAPS/eHR Project. This will allow County employees' direct access to their timekeeping, payroll, and human resources information expeditiously. For instance, employees will be able to access online paystubs including their leave balances.

Additionally, the electronic timesheet improves cost accounting and labor management in billings and claims to various funding agencies. It is also a more efficient business process as filling out and approving timesheets is paperless.

Acknowledgement

While the eCAPS/eHR Project is still in progress, we thank all County departments for their collaboration to a successful phase-in implementation approach. Specifically, we would highlight the Department of Health Services (DHS) for their successfulness in a complete rollout of Time Collection to approximately 20,000 DHS employees. The entire DHS is using electronic timesheets through the ESS application.

If you have any questions, please contact me, or your staff may contact Robert Davis, Assistant Auditor-Controller at (213) 974-0385 or via email at radavis@auditor.lacounty.gov, or Allen McMillen, Division Chief at (626) 293-1101 or via email at amcmillen@auditor.lacounty.gov.

WLW:MMO:RAD:AMC:mv

Attachment

c: William T Fujioka, Chief Executive Officer
Department Heads
Audit Committee
Public Information Office

Auditor-Controller Time Collection Rollout Status – All Departments (As of 8/31/2010)

Department	Planned Users	Production Users	Remaining Users
Affirmative Action Compliance	82	82	0
Agricultural Commission/Weights and Measures	367	367	0
Alternate Public Defender	302	302	0
Animal Care & Control	318	318	0
Auditor-Controller	561	561	0
Board of Supervisors (includes LACERA)	901	901	0
Chief Executive Office	488	488	0
Chief Information Office	19	19	0
Child Support Services	1,739	1,739	0
Community and Senior Services	532	532	0
Consumer Affairs	55	55	0
Coroner	225	225	0
Health Services	19,673	19,673	0
Human Resources	296	296	0
Mental Health	3,681	3,681	0
Military & Veterans Affairs	33	33	0
Museum of Art	56	56	0
Museum of Natural History	27	27	0
Ombudsman	8	8	0
Parks and Recreation	2,850	2,850	0

Auditor-Controller

Time Collection Rollout Status – All Departments

(As of 8/31/2010)

Probation	6,257	6,257	0
Public Defender	1,181	1,181	0
Public Health	3,938	3,938	0
Public Social Services	13,346	13,346	0
Public Works	3,520	3,520	0
Regional Planning	196	196	0
Superior Court	5,651	5,651	0
Treasurer and Tax Collector	494	494	0
Assessor	1,436	164	1,272
Beaches & Harbors	247	95	152
Children and Family Services	6,965	5,845	1,120
County Counsel	515	211	304
District Attorney ¹	2,309	0	2,309
Fire	4,945	205	4,740
Internal Services ²	2,054	0	2,054
Public Library	1,745	671	1,074
Registrar-Recorder/County Clerk	1,030	225	805
Sheriff's (includes former OPS employees)	18,174	445	17,729
Total	106,216	75,176	31,040

¹ The District Attorney has submitted a department rollout implementation plan for FY 2010-2011.

² The Auditor-Controller is working with ISD to develop their department rollout implementation plan